

## BAYSIDE CUSTOM EMBROIDERY ARTWORK POLICY AND DST FILES

UPDATED: 01/01/2017

### Ownership

If you have a copyrighted design, you will maintain the rights to original artwork, however, **Bayside Embroidery owns the exclusive right to any DST file that we digitize in-house, and will maintain exclusive ownership as long as you are running projects with our company.** (Please note, this is the DST embroidery file for the machines. NOT any .ai files or original photos that were originally provided.) The DST is our own resource that we use for reference and history of your work with our company. We **do not** under any circumstances reproduce your embroidery outside of your own directed projects.

### DST Ownership Policy

Digitizing (and, if appropriate, add: CAD-CUT images, etc.) created by Bayside Custom Embroidery Inc., remains the property of BSCE Inc., and will be maintained at our facility for our exclusive usage in executing your orders. Because our policy is to render art/digitizing/etc., services for production orders solely on a cost-recovery basis. Any transfer to the client of contracted by our personnel is subject to reasonable release fees, commensurate with the creative services rendered and at a value as determined solely by Bayside Custom Embroidery, Inc.

As long as you are embroidering with us, we will hold the DST file in our possession. The only circumstance in which we will release a DST is in the event of the client leaving for a different vendor or for personal use outside of Bayside. If you need access to the file to take with you, it will be available for release with a fee. This fee is different from the initial digitizing costs. Those costs are a set up fee, to actually create the file and set up records with our company, whereas the fee for release grants you personal ownership.

Digitized files will be kept on record for up to three years after your last run project. After this allotted time, we will 'destroy' the file from our records and it will no longer be available for release.

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